HHSDC
California Health and Human
Services Agency Data Center

P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

Arnold Schwarzenegger,
Governor

JOB OPPORTUNITY

PENDING APPROVAL

CLASSIFICATION: Data Processing Manager (DPM) III
(24 MONTH LIMITED TERM WITH POSSIBILITY OF
PERMANENT TENURE)

POSITION LOCATION: Health and Human Services Data Center (HHSDC)
Customer Services Division
CWS/CMS Rehost Project
Sacramento, CA 95816

Free Parking

SALARY: $ 6,334 - $6,984

Duties/Responsibilities:

Under the general direction of the Deputy Director (CEA II) of the Customer Services Division, the Data Processing Manager III manages the complex activities and tasks associated with the Child Welfare Services/Case Management System Project (CWS/CMS) Application Re-host Project. The DPM III is responsible for the cross-organizational coordination of application re-hosting transition activities between the incumbent maintenance and operations project vendor, IBM, the CWS/CMS project office and the Health and Human Services Data Center (HHSDC). The DPM III will act as the Application Re-host Project Technical Manager responsible for managing and coordinating all project lifecycle activities related to the movement and re-hosting of the CWS/CMS application to HHSDC.

Desirable Qualifications:

- General knowledge of the HHSDC's quality culture, core values, vision and mission.
- Knowledge of team building, meeting management, and consensus decision methods to promote effective team interaction and productive meetings.
- Ability to work effectively, patiently, and professionally with a variety of individuals of all levels (e.g., customers, peers, management, vendors, etc.) in a variety of situations, and with various individual styles.
- Ability to communicate effectively and at the appropriate level, verbally and in writing, to accurately gather and share information, convey status, identify and document issues in a variety of circumstances and for moderately complex projects.
- Ability to write grammatically correct, concise, and informative business documents.
- Ability to make realistic schedules and meet scheduled due dates.
- Knowledge of Project Management Best Practices and ability to apply concepts.
- Knowledge of Software Development Life Cycle.
- Knowledge of leadership principles and ability to apply them effectively.
- Knowledge of State and Federal contracting, budgeting, and personnel laws, regulations, and guidelines and program funding mechanisms.

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Who May Apply:

- HHSDC employees who are at or have lateral transfer eligibility to the DPM III classification. (Please indicate your eligibility in box 12 on your application.)
- Persons who have list eligibility to the DPM III classification. (If applicable, please indicate your list eligibility on your application.)
- SROA/Surplus candidates are encouraged to apply. (If applicable, please attach a copy of your letter and indicate in box 12 on your application that you are an SROA/Surplus candidate.)

Inquiries regarding this position may be directed to Patti Funakoshi at 739-7539.

How to Apply:
Submit a State of California application STD 678.

Please reference RPA # 05-152 on your application.

APPLICATIONS RECEIVED WITHOUT RPA 05-152 INDICATED IN BOX 12 ON YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

Final Filing Date: **Until Filled**

Submit applications/resumes to:

Health and Human Services Data Center
Human Resources Branch
Attention RPA # 05-152
P.O. Box 168025
Sacramento, CA 95816